

RECORDS REQUEST

Use this form to make request for re-lease of police information. The \$10 processing fee is non-refundable.

This form may be filled out in advance and delivered to UCPD in person, mailed, faxed or submitted on-line. The affidavit (section 3) must be signed in the presence of a UCPD representative, to receive the requested report, at time of pickup. There is a non-refundable \$10 fee for copies of police reports (checks should be made payable to "U.C. Regents"). Fee will be waived if requester is listed as Victim or is an agent of the University and requires the report for administrative purposes. Allow up to 10 working days to process and authorize request. You will be notified when your report is ready for pickup. In order to receive the report, you must be a party involved in the report, or a legal representative of an involved party, as attested to by signature made at time of pickup. Release of reports is governed by California Public Records Act (Government Code Section 6250-6260) as well as by department policy. Report information will not be released unless the requester establishes both "right to know" and "need to know." Note that you might not need the report. Insurance companies, et. al., usually only need the case number. If they want the report, they will need to order it themselves.



UCPD Berkeley

UC Police Department
University of California, Berkeley
1 Sproul Hall, MC# 1199
Berkeley, CA 94720-1199
8 a.m. to 5 p.m.
Monday through Friday

Section 1 — Incident

Case Number (if known) _____ Date and Time _____
Place _____
Type of Report (highlight one)
Crime
Traffic Collision
Other

Section 2 — Requester

Name of Party of Interest _____
Indicate Involvement (highlight one)
Victim *Property Owner*
Suspect *Attorney*
Parent or Guardian of Juvenile *Insurance Representative*
Driver *Other Party of Interest (specify)*
Passenger
Agency or Firm Name (if any) _____ Claim Number _____
Date Request is Being Made _____

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Requester's ID Number (indicate if Drivers License (i.e. CA DL #), or other type) _____

Section 3 — Affidavit

I declare under penalty of perjury that I am a party involved in the report, or a legal representative of an involved party.

Signature Date

Section 4 — Contact

Phone Number _____
E-mail Address _____
Mail to _____

Section 5 — Process Track

Request received by _____
Fee paid? (circle one)
cash *check* *waived*

Request verified by

Copy prepared by _____
Advised of status or Message left by _____
Mailed/Released at counter by _____

Section 6 — If Pending

Investigated by _____
Date denied _____
Reason _____
Violates discovery, or other
(i.e. case currently in proceedings)
Case is being handled by CSC
(<http://campuslife.berkeley.edu/conduct>)
Other (specify) _____

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